

Role Description

People & Culture Associate

Overview

Role Title	People & Culture Associate
Number of openings	1
Role Level	1-2 years of relevant work experience(<i>added advantage for experience in development / NGO sector</i>)
Type	Full time
Location	Based in New Delhi (Non-Negotiable) . The role will entail intra & inter state travel across India depending on programs.
Gross compensation	<i>Pay will match Indian non-profit norms and similar organisations, discussed in our last selection round.</i>
Desired start date	ASAP; <i>Serious candidates are encouraged to apply right away</i>
Process to apply	Please fill out the google form mentioned below https://forms.gle/16wbnxCEm6uNX2JD6

About Labhya

Labhya is an India-based nonprofit that enables children from vulnerable backgrounds with the necessary skills to cope with poverty & become effective learners through **Social-Emotional Learning (SEL)**. Labhya is a globally recognised non-profit supported by organisations like Harvard University, Nudge, DRK Foundation, The Commonwealth, UNICEF, and UNDP among other organisations.

Labhya is a dynamic and agile organisation that partners with Indian State Governments to co-create and ensure the implementation of SEL programs at scale. We are one of India's fastest-growing nonprofits dedicated to co-create programs that will impact **30 Million vulnerable children by 2030**.

Currently, Labhya has partnered with the Governments of Delhi, Uttarakhand, Tripura to co-create and ensure the implementation of programs that **impact 2.4 Million children** across 22,000+ government schools in India daily. Our programs, namely the '**Happiness Curriculum**', '**Anandam Pathyacharya**' and '**Saharsh**' are the world's largest and India's first at-scale well-being programs.

We expect the following from you for this role:

**All the below-mentioned tasks would be key to your role. The following requirements are not mentioned in order of priority.*

Recruitment

1. Working with team leads to understand roles, competencies, etc to create Job Descriptions
2. Create a talent pipeline / reaching out to high potential candidates for right positions at Labhya
3. Review employment applications and job orders to match applicants with job requirements
4. Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate
5. Schedule and coordinate interviews with relevant teams
6. Hire employees and process hiring-related paperwork
7. Coordinate / work alongside / providing necessary information, documentation etc to external talent acquisition agencies for ensuring effective recruitment
8. Working with external recruitment agencies/ handle outbound sourcing

Ensuring effective functioning

1. Prepare or maintain records related to events, such as hiring, termination, leaves, transfers, or promotions
2. Working closely with team leads to document proper functioning of team structures to ensure maximum efficiency
3. Resolve individual grievances / queries to support them
4. Working closely with team leaders to map & document team & individual's learning journeys. Further, supporting teams leaders / individuals in their learning journey

Culture & Team building

1. Closely working with senior leadership to ensure culture building and team bonding
2. Coming up with innovative ways to build moral and culture within the team
3. Planning yearly team retreat to ensure reflection and bonding

Reviews & Appraisals

1. Working closely with senior leadership and team leads to ensure timely performance reviews with documentation

Managing Travel Deck & Logistics Procurement

1. Book & manage interstate & intrastate travel and lodging for the entire team



2. Create / Source / Maintain a list of reliable vendors in the state that Labhya functions in for travel, lodging and logistics and as much as possible get into contracts for long term requirements

Qualifications & Skills / Experience / Characteristics

1. Overall 1 to 2 years of experience, with at least a year in HR Generalist
2. Excellent written and oral communication skills in English.
3. Organisational and time management skills.
4. Highly motivated, persevering, achievement-oriented attitude.
5. Proficient in Microsoft Office (Excel, Word, PowerPoint) & Google Tools (Sheets, Docs, Slides)
6. Strong interpersonal and planning skills.
7. Excellent in Data Management.

Current Team

Our team consists of professionals, educators, SEL experts, and entrepreneurs from prestigious institutions like Harvard University, Massachusetts Institute of Technology (MIT) USA, Azim Premji University, Delhi University, Ernst & Young and KPMG.

At Labhya, we support and foster an environment where questions are always encouraged and collaboration is recognized. We are a home for you if you want to help build something that will enable millions of children to become lifelong learners through systems-level change. You'd also be able to develop your skills and profile by working with an accomplished leadership team and being a part of very rapid growth.

Furthermore, Labhya's values are:

- An agile and supportive team that is driven by a problem-solving attitude
- Focusing on the well-being of children and trusting their potential
- Working processes that enable efficiency, constant growth and innovation
- SEL Programs that are driven by proximity and expertise
- Creating systemic and sustainable change in public education systems through partnership